



Steps for Successful Mentorship

- Assess Readiness
 - Understanding what the mentorship involves
 - Consider fit for mentorship
 - Determination of motivations for engagement
- Prepare
 - Self-assessment and awareness building of your skills and needs
 - Training on how to be an effective mentee
 - Connecting mentees and mentors
- Set the Stage
 - Vision and goal setting
 - Clarifying roles of the mentee and mentor
 - Developing a mentoring plan
- Develop Together
 - Implementing the mentoring plan
 - Regular check-ins
 - Ongoing reflection and assessment
- Wrap Up
 - Assessing goal achievement
 - Sharing of success with others
 - Celebrating success and the mentorship experience
- Evaluate and Plan Next Steps
 - Evaluating effectiveness of the mentorship
 - Planning next steps in career advancement

Before the Mentorship begins...

- Learn about the program, and consider if mentorship is a good fit for you
- Engage in self-assessment activities to promote self-awareness
- Connect with your mentor
- Learn strategies to optimize your time as a mentee

During the Mentorship...

- Develop a common vision and set goals to achieve this vision
- Create a mentorship plan and clarify role expectations
- Check in regularly with your mentor; troubleshoot conflict or challenges
- Engage in ongoing reflection and self-assessment



After the Mentorship has ended...

- Assess goal attainment
- Share your experience with others
- Celebrate the mentorship experience
- Evaluate the mentorship program and relationship
- Plan next steps for career advancement
- Pay it forward



Mentorship Plan

Mentor:	Mentee:	Date:
Common vision:		
Timeline: Length of partnership:	Frequency of meetings:	
Communication preferences:	Email:	Phone:
Meeting times:	Weekday availability:	Weekend availability:
Guidelines for partnership:		
Expected behaviours of mentor:		
Expected behaviours of mentee:		
Mentor's needs:		
Mentee's needs:		
Roles and responsibilities of mentor:		
Roles and responsibilities of mentee:		
Strategies for managing conflict if it arises:		
Goals of Mentorship Experience:		
Learning goals:		
Performance goals:		
Process goals:		
Outcome goals:		
Potential roadblocks:		
Comments:		
Signatures:		
		Date:



Final Assessment

Goal:	Achieved?	Evidence:
Goal 1		
Goal 2		
Goal 3		
Goal 4		